



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from: ALL INTERESTED PERSONS		
2	Job Classification	FINANCIAL ANALYST III (Multiple Positions)	
3	Posting Number	PN# 109239	
4	Department	Health & Human Services Department	
5	Division	Administrative Services	
6	Section	Business Management	
7	Reporting Location	8000 N. Stadium	
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*	
		*Subject to change	
	ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.		
9	DESCRIPTION OF DUTIES Assists in coordinating the development and implementation of a variety of financial policies, programs, techniques and analyses to effectively prepare budgets and special projects.		
	CORE FUNCTIONS <ul style="list-style-type: none">➤ Communicate regularly with grant program managers to ensure understanding of the grant financial activity. Provide timely responses to internal and external audit requests.➤ Prepares reimbursement requests to grantor agencies on a timely basis.➤ Monitors payroll activity, reconciling employee payroll with the grant roster and monthly grant time and attendance sheets. Prepares expenditure corrections to correct the accounting information when necessary.➤ Reviews and reconciles all grant activity on a monthly basis. Prepares expenditure corrections or correcting journal entries when necessary.➤ Prepares and submits by the due dates all financial reports required by the grantor agencies.		
10	WORKING CONDITIONS The position is physically comfortable, the individual has discretion about walking, standing, etc.		
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.		
12	MINIMUM EXPERIENCE REQUIREMENTS Four (4) years of professional experience in finance, economics, budget analysis or a closely related area are required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.		
13	MINIMUM LICENSE REQUIREMENTS	None	
14	PREFERENCES <ul style="list-style-type: none">➤ Knowledge of Advantage Financial Management System.➤ Knowledge of Microsoft Office software (Word, Excel, Access).➤ SAP Preference.		
15	SELECTION/SKILLS TESTS REQUIRED	None	
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	SALARY INFORMATION	GENERAL FUND POSITION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div>Salary Range - Pay Grade 21</div> <div>\$1,211 - \$2,257 Biweekly \$31,486 - \$58,682 Annually</div>	
18	OPENING DATE	March 1, 2006	
19	CLOSING DATE	March 7, 2006	
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.		
	An equal opportunity employer		